University of Wisconsin La Crosse
Director of Residence Life
Position Description

Position Summary: The Director of Residence Life has administrative responsibility for the Department of Residence Life at the University of Wisconsin La Crosse. The Director reports to the Vice Chancellor & Dean of Students and serves as a member of the Student Affairs Directors Leadership Team to ensure that residence life services are effectively interfaced with the institution and division missions. The Director ensures a high quality living and learning environment in the residence halls, an effective planning and assessment program, staff training/development program, physical facilities and operations program, communication, hall governance, judicial process, and fiscal management.

1. Values, Assessment, and Planning (20%)
   • Fosters a philosophy, foundation, and vision for the department and its personnel which incorporates appropriate student development concepts.
   • Supports the University mission, the development of human potential, and values inclusivity and diversity.
   • Coordinates long-range planning for the Residence Life program.
   • Establishes a positive working relationship with staff at all levels and helps to instill a concept of team.
   • Establishes procedures to measure the effectiveness of the department in meeting state goals and objectives including conducting surveys of residents to determine departmental effectiveness and opportunities for improvement.
   • Conducts regular planning sessions with central staff.
   • Ensures that the Residence Life operator is an integral and complimentary program to other campus programs and services.
   • Actively participates in division and University meetings as appropriate.

2. Communication, Student and Staff Development (40%)
   • Develops positive working relationships with appropriate academic, financial, administrative, maintenance, and student services partners.
   • Establishes an effective communication system for student and staff input to be integrated into the Residence Life program.
   • Establishes effective communication with persons and agencies interacting with Residence Life. This includes current and prospective students, student government, parents, staff, faculty, UW System, vendors and the general public.
   • Ability to engage in articulate verbal communication, to respond spontaneously to a variety of constituents, and engage in meaningful discourse with students, faculty, staff, parents and families, and community members.
   • Commitment to diversity, equity, and inclusion that intersects a wide spectrum of identities
   • Disseminates information to the residence hall community in a clear and comprehensive manner.
   • Engages with the residence halls to interact with students and assess the residence hall environment.
   • Ensures effective communication internal and external to the Residence Life operation.
   • Solicits student voice and perspective and student governance recommendations in making decisions that directly affect residence hall students and their living environment.
   • Ensures the rights of residence hall students are protected and effectively advocated
• Oversees recruitment and selection processes for student, classified and unclassified employees.
• Provides for initial and ongoing training and supervision of staff.
• Direct supervision of central staff and office support staff.
• Coordinates the regular evaluation and feedback of all employees.
• Provides a learning environment and related co-curricular programs, based in student development theory, which challenge stimulate and broaden students’ knowledge and interests.
• Ensure the administration of student discipline that enhances personal growth/student development while deterring inappropriate behavior and ensuring a fair and accountable system.
• Provides leadership opportunities through student governance, residence life and university committees and state, regional, and national associations to enhance the quality of student life.

3. Administration, Fiscal and Budget Management (40%)
• Assesses the present and future issues and concerns of Residence Life (fiscal, physical, personnel, policy, etc.) on a regular basis.
• Ensures residence hall policy is appropriately developed and reviewed.
• Ensures a database and reporting system that projects future annual needs regarding hall ratios and capabilities, and enables the management of occupancy.
• Ensures administration of Residence Life application, contract, and assignment processes.
• Coordinates the preparation and distribution of literature, advertisements, and public relations materials for Residence Life.
• Develops, interprets, and revises departmental policies and procedures.
• Coordinates the assistance of students seeking off-campus housing.
• Develops annual report.
• Serves as a member of the management team in Student Affairs as a member of staff to the Vice Chancellor & Dean of Students.
• Oversees the management of the Residence Life program, including budgets, financial management, and reports.
• Makes recommendations regarding annual room rates, rate schedules, and long-range funding.
• Oversees the preparation and administration of the annual budget.
• Oversees the management of the University Residence Life program including operations, maintenance, and facilities.
• Develops comprehensive ongoing and long-range plans of remodeling, repairs, and renovations.